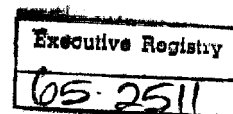


SECRET



6 MAY 1965

MEMORANDUM FOR: MR. KIRKPATRICK

SUBJECT : REPORT OF CABLE SECRETARIAT OPERATION 1-30 APRIL 1965

1. CABLES PROCESSED

A. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLES TOTALED 54,084 ITEMS BROKEN DOWN AS FOLLOWS:

|                  |               |
|------------------|---------------|
| CIA IN CABLES    | 21,425        |
| CIA OUT CABLES   | 8,603         |
| MISCELLANEOUS    | 4,455         |
| NON-CIA          | <u>19,601</u> |
| TOTAL WORK UNITS | 54,084        |

B. CIA IN AND OUT CABLES TOTALED 113,160 CABLES FOR THE PERIOD JANUARY - APRIL 1965, UP 3% COMPARED TO THE SAME PERIOD 1964, BUT UP 13% FOR THE SAME PERIOD IN 1963.

C. NON-CIA CABLES FOR JANUARY-APRIL 1965 TOTALED 72,200, AN INCREASE OF 10,727 OR 17.5% OVER 1964, AND 21% HIGHER THAN THE SAME PERIOD 1963.

D. WORK UNITS TOTALED 202,891 FOR THE JANUARY-APRIL 1965 PERIOD, UP 8% OVER THE SAME PERIOD OF 1964. THE CABLE SECRETARIAT DID A DAILY AVERAGE OF 1803 ITEMS EACH 24 HOURS INCLUDING SATURDAYS AND SUNDAYS.

E. 2,554 CABLES OR 5% OF ALL CABLES PROCESSED WERE FURNISHED TO THE DIRECTOR AS COMPARED TO 2,514 OR 5% FOR MARCH 1965.

F. SINCE TAKING OVER THE CIA CABLE REFERENCE FILE SECTION FROM SIGNAL CENTER, OFFICE OF COMMUNICATIONS IN JUNE 1963 WE HAVE NOT INCLUDED THEIR WORK LOAD IN OUR PRODUCTION REPORTS. AT THE BEGINNING OF THIS YEAR WE STARTED KEEPING A RECORD OF THE REQUESTS THAT THE CIA REFERENCE SECTION HAS SERVICED. IN APRIL THE REFERENCE SECTION SERVICED 821 ITEMS. BEGINNING NEXT MONTH THE AMOUNT OF WORK THAT THIS SECTION DOES WILL BE INCLUDED WITH THE MISCELLANEOUS ITEMS FIGURE.

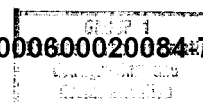
2. PERSONNEL

OUR ON DUTY STRENGTH REMAINS AT [REDACTED] PERSONS, 9 SHORT OF OUR T/O OF [REDACTED]. THE OFFICE OF PERSONNEL IS CONTINUING TO DO ALL THEY CAN TO FILL OUR VACANCIES. WITH THE WORK LOAD CONTINUING TO RISE I DO NOT KNOW HOW MUCH LONGER WE CAN LIVE WITH THE SITUATION AND DO OUR WORK EFFECTIVELY.

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3. GENERAL

DURING THIS CRISIS PERIOD WE ARE USING MORE OVERTIME THAN WE NORMALLY USE ON WEEK-ENDS AND WHENEVER TRAFFIC BACKLOGS ARE TOO HEAVY. I DON'T FEEL I CAN RISK NOT USING OVERTIME WITHOUT SOME SERIOUS MISHANDLING OR BACKLOG. EVEN WITH SUCH ADDITIONAL OVERTIME, WE ARE REALLY OPERATING WITH TOO FEW PEOPLE TO GET OR KEEP CURRENT WITH THE INTAKE.

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CABLE SECRETARY

SECRET

7 MAY 1965

APRIL PRODUCTION REPORT

1. THE NUMBER OF CABLES RECEIVED, ANALYZED AND REPRODUCED\* FOR EACH OF THE PAST SIX MONTHS:

|     | <u>CABLES RECEIVED</u> |       |       | <u>CABLES ANALYZED</u> |       |       | <u>CABLES REPRODUCED</u> |       |       |
|-----|------------------------|-------|-------|------------------------|-------|-------|--------------------------|-------|-------|
|     | MIDS                   | DAYS  | NITES | MIDS                   | DAYS  | NITES | MIDS                     | DAYS  | NITES |
| NOV | 9544                   | 18440 | 17665 | 8075                   | 17316 | 21495 | 11784                    | 15289 | 18547 |
| DEC | 9588                   | 18578 | 17513 | 8883                   | 14949 | 22329 | 10593                    | 14638 | 20207 |
| JAN | 10065                  | 19298 | 17322 | 9144                   | 17065 | 20570 | 12369                    | 16423 | 17582 |
| FEB | 10087                  | 19407 | 17494 | 9587                   | 18701 | 20818 | 12959                    | 16031 | 17772 |
| MAR | 11212                  | 21038 | 21038 | 11636                  | 22692 | 24393 | 16054                    | 19072 | 20519 |
| APR | 11470                  | 20031 | 20031 | 10388                  | 23826 | 21730 | 13820                    | 19708 | 20799 |

\*FIGURES INCLUDE REGULAR WORK DAYS, SATURDAYS, SUNDAYS AND HOLIDAYS.

2. THE DAILY HIGH/LOW AND AVERAGE, BASED ON REGULAR WORK DAYS AND SATURDAY AND SUNDAY IS AS FOLLOWS:

|         | <u>CABLES RECEIVED</u> |                |                |                 |              |                | <u>CABLES ANALYZED</u> |               |              |
|---------|------------------------|----------------|----------------|-----------------|--------------|----------------|------------------------|---------------|--------------|
|         | MIDS<br>(REGULAR)*     | MIDS<br>SUNDAY | MIDS<br>MONDAY | DAYS<br>REGULAR | DAYS<br>SAT. | DAYS<br>SUNDAY | NITES<br>REGULAR       | NITES<br>SAT. | NITES<br>SUN |
| HIGH    | 534                    | 183            | 250            | 1091            | 535          | 257            | 1051                   | 213           | 188          |
| LOW     | 359                    | 118            | 178            | 726             | 357          | 100            | 580                    | 167           | 71           |
| AVERAGE | 453                    | 154            | 222            | 924             | 428          | 159            | 853                    | 192           | 124          |

\*MIDS REGULAR WORK WEEK IS TUESDAY THRU SATURDAY

|         | <u>CABLES ANALYZED</u> |     |         |      |     |         | <u>CABLES REPRODUCED</u> |     |         |
|---------|------------------------|-----|---------|------|-----|---------|--------------------------|-----|---------|
|         | HIGH                   | LOW | AVERAGE | HIGH | LOW | AVERAGE | HIGH                     | LOW | AVERAGE |
| HIGH    | 545                    | 130 | 212     | 1020 | 449 | 221     | 1247                     | 343 | 249     |
| LOW     | 302                    | 83  | 128     | 641  | 300 | 176     | 636                      | 169 | 107     |
| AVERAGE | 419                    | 108 | 175     | 870  | 397 | 201     | 1014                     | 378 | 176     |

|         | <u>CABLES REPRODUCED</u> |     |         |      |     |         |
|---------|--------------------------|-----|---------|------|-----|---------|
|         | HIGH                     | LOW | AVERAGE | HIGH | LOW | AVERAGE |
| HIGH    | 842                      | 192 | 236     | 1051 | 529 | 173     |
| LOW     | 273                      | 81  | 127     | 541  | 384 | 140     |
| AVERAGE | 575                      | 137 | 159     | 772  | 460 | 152     |

3. A. ANALYSTS WHOSE WORK SHOULD BE REVIEWED UNDER THE PROVISIONS OF PARAGRAPH 3, CSSOP 20-4 ARE:

THERE ARE NONE THIS MONTH.

B. ANALYSTS WHOSE WORK IS OUTSTANDING UNDER THE SAME SOP FOR APRIL ARE:

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3. C. A TALLY OF THE NUMBER OF ERRORS MADE BY SHIFT AND THE AVERAGE PERCENTAGE OF ERRORS BY SHIFT FOR THE PAST SIX MONTHS SHOWS THE FOLLOWING:

|     | <u>MIDS</u>       |          | <u>DAYS</u>       |          | <u>NITES</u>      |          |
|-----|-------------------|----------|-------------------|----------|-------------------|----------|
|     | <u>No. ERRORS</u> | <u>%</u> | <u>No. ERRORS</u> | <u>%</u> | <u>No. ERRORS</u> | <u>%</u> |
| NOV | 54                | .5       | 240               | 1.6      | 262               | 1.4      |
| DEC | 59                | .6       | 218               | 1.5      | 237               | 1.2      |
| JAN | 233               | 2.5      | 336               | 2.0      | 420               | 2.0      |
| FEB | 50                | .05      | 162               | .9       | 225               | 1.1      |
| MAR | 41                | .4       | 144               | .6       | 226               | .9       |
| APR | 54                | .5       | 146               | .6       | 138               | .6       |

4. MULTILITH OPERATORS WHOSE QUALITY AND AMOUNT OF WORK SEEMS TO BE QUITE HIGH IN COMPARISON TO OTHERS FOR THE MONTH ARE:

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THOSE WHOSE WORK SEEMS TO BE SOMEWHAT LOW IN COMPARISON TO OTHERS FOR THE MONTH ARE:

THERE ARE NONE THIS MONTH.

FOR THE MONTH 82,532 MATS WERE RUN: 22,749 ON MIDS, 29,062 ON DAYS, AND 30,721 ON NITES.

5. A TOTAL OF 821 CABLES WERE FURNISHED FROM ARCHIVES.

6. GENERAL COMMENTS:

AGAIN I WOULD LIKE TO THANK ALL SHIFTS FOR COOPERATING IN REDUCING THE NUMBER OF CABLES ON HAND AS OF NOON SATURDAY. A BREAKDOWN OF HOW WE HAVE BEEN DOING FOLLOWS:

|         | <u>MIDS</u>        |               | <u>SAT NOON</u>    |                  |
|---------|--------------------|---------------|--------------------|------------------|
|         | <u>OH MAILROOM</u> | <u>OH EOS</u> | <u>OH MAILROOM</u> | <u>COMPLETED</u> |
| FEB 6   | 38                 | 283           | 256                | 234              |
| *FEB 13 | 74                 | 234           | 302                | 158              |
| FEB 27  | 86                 | 427           | 438                | 204              |
|         |                    |               | AVERAGE:           | 199              |
| MAR 6   | 17                 | 112           | 164                | 230              |
| MAR 13  | 93                 | 149           | 236                | 239              |
| MAR 20  | 56                 | 157           | 99                 | 274              |
| MAR 27  | 85                 | 156           | 206                | 210              |
|         |                    |               | AVERAGE:           | 238              |
| APR 3   | 95                 | 187           | 167                | 251              |
| APR 10  | 44                 | 118           | 199                | 210              |
| APR 17  | 59                 | 101           | 62                 | 226              |
| APR 24  | 61                 | 192           | 128                | 321              |
|         |                    |               | AVERAGE:           | 252              |
| MAY 1   | 136                | 307           | 256                | 310              |

\*FEB 20 HOLIDAY - OMITTED

OUR CLERICAL SITUATION THIS MONTH IS NOT ANY BETTER THAN LAST MONTH -- MAYBE WORSE. IN ORDER TO HELP US THROUGH THIS CLERICAL SHORTAGE, WE HAVE ASKED THE OFFICE OF PERSONNEL FOR EIGHT SUMMER EMPLOYEES. THEY SHOULD BE ON BOARD ABOUT THE END OF MAY OR 1ST OF JUNE. UNTIL THEN DO THE BEST YOU CAN. WE ARE DOING EVERYTHING WE CAN TO HELP YOU.

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